

BUSINESS CASE TEMPLATE

PART 1: GENERAL INFORMATION

1. Name of Allowance: **Franking Machine Allowance**
2. Description: **Services officers on franking duties for 15 hrs or more a week receive the full allowance. Half the rate applies to those on franking duties for less than 15 hrs a week.**
3. Number on Spreadsheet: **4**

PART 2 BUSINESS CASE PROPOSAL

Maintain

Modify x

SECTION (b) BUSINESS CASE FOR RETAINING ALLOWANCE ON MODIFIED BASIS

(1) What does the employer receive in return for the allowance?

Franking of outgoing mail.

(2) Is the allowance cost effective/represent value for money?

Given the huge increase in the use of email in the last 10 years with a related drop in ordinary mail together with the publishing of documentation on Departmental websites, it is probable that the volume of franking required has diminished significantly and will continue to do so.

(3) What type of modification is proposed – e.g. change in rate; change in method of payment; change basis on which allowance is paid; reduce number of persons in receipt of allowance; other?

This duty is necessary but could be incorporated into duties required of services officers. As with a number of the other FUGE allowances (Paperkeeper, Driving, Machine,) this duty should be incorporated into the general duties of the services officer grade and basic pay increased accordingly (new entrants).

(4) What would be the estimated total savings derived from the modification?

(5) Other Pertinent Issues (e.g. why duties cannot form part of grade/post; impacts/risks if duties/responsibilities not undertaken))